

23 September 1981

MEMORANDUM FOR: EAA Store Manager
EAA Bookkeeper

FROM : EAA Executive Officer

SUBJECT : Store Mark-ups

1. The attached sheets reflect the adjusted percentage mark-ups to be applied in pricing items for sale in the EAA Store. They are the result of our consultation with [] and the recent discussions I have had with you. As agreed, the changes with respect to Cross, Stover and Swersey candy, Totes, Timex, and poinsettias and pecans are to be effected as soon as practicable. The other changes are to be effected at or near the beginning of calendar year 1982.

2. Should you find any of these changes adversely affecting sales, bring this to my attention. I will also welcome, on a continuing basis, any suggestions that you have on store operations.

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Attachments

Distribution:

Original - Addressee
1 - BSD EAA File
1 - BSD Chrono

COMPANY	PRODUCTS	AUTHORIZED INVENTORY 1981	MARK-UP 1981	PURCHASES 1980
Almo Dist. Co.	Panasonic & Casio products	\$6,000.00	16%	\$45,378.
Batteries Inc.	Batteries, flashlights	1,500.00	21%	5,728.
Bernstein & Biggard	Jewelry, silver	1,500.00	21%	4,854.
Chas. D. Burnes	Picture frames	1,500.00	21%	3,907.
Chase Marketing Co.	Sanyo products, T.I.	5,000.00	16%	32,194.
Jacqueline Cochran	Ninni Ricci perfume	1,000.00	21%	4,221.
A. T. Cross Co.	Writing instruments	3,000.00	21%	8,597.
Dennis Time Co.	Seiko watches	3,000.00	25%	19,580.
D & H Dist. Co.	Records, tapes	4,000.00	13%	28,651.
Frederick Trading	B&D tools, housewares	5,000.00	16%	41,219.
Hallmark Cards Inc.	Cards, candles & gift prod.	2,000.00	21%	16,846.
Hazel	Paper products	1,500.00	21%	6,038.
Houbigant	Perfume	1,000.00	21%	742.
Jovan Inc.	Perfume	1,000.00	21%	2,260.
Eastman Kodak Co.	Cameras, film & mailers	7,000.00	13%	23,252.
Paramount Dist. Inc.	Housewares	6,500.00	16%	48,583.
Pilot Corp. of America	Pens, pencils	1,500.00	21%	1,623.
Samsonite Corp.	Luggage	1,500.00	25%	3,362.
SCM Corporation	Typewriters, ribbons	1,500.00	21%	961.

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Sunglasses	Sunglasses	2,000.00	21%	2,176.
Russell Stover Candies	Candy	2,000.00	16%	32,101.
Swersey's Chocolates	Candy	500.00	16%	3,338.
E. & J. Swigart Co.	Watch bands	1,000.00	21%	2,291.
GTE Sylvania Inc.	Flashbulbs	1,000.00	13%	750.
J. Leonard Tessler	Jewelry	4,000.00	21%	14,307.
Tipton Automotive	Classic car care products	500.00	21%	1,243.
Totes Inc.	Umbrellas, rain wear	6,500.00	25%	18,768.
West Bend Co.	Housewares	2,500.00	21%	8,222.
The Zamoiski Co.	Housewares	4,000.00	16%	12,744.
Misc. Companies	Seasonal, one time purchases		21%	15,762.
Seasonal Purchases:				
Behnke Nurseries	Christmas poinsettias		16%	3,150.
Civitan Fruit Cakes	Fruit cakes		-0-	770.
Gold Kist Pecans	Pecans		16%	10,026.

31 August 1981

WAB 8/31/81

MEMORANDUM FOR: Chief, Benefits and Services
From: EAA Store Manager

Via: Deputy Chief, Benefits and Services

Subj: Inventory Level Authorization List

1. Attached is the basic document to this memorandum, report of Company by Company listing of the vendors from which our merchandise is purchased. Also included are the products, authorized inventory, mark-ups and purchases for 1980.

2. At the meeting we should discuss mark-ups. I have a few recommendations, namely to reduce the mark-up on Seiko and Hamilton watches, luggage and typewriters.



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COMPANY	PRODUCTS	AUTHORIZED INVENTORY 1980	MARK-UP 1980	PURCHASES 1980
ABC of Switzerland	Pictures, cards	\$ 250.00	20%	\$ 583.
Batteries Inc.	Batteries, flashlights	1,500.00	20%	5,728.
Bernstein & Biggard	Jewelry, silver	1,500.00	20%	4,854.
Chas. D. Burnes	Picture frames		20%	3,907.
Chase Marketing Co.	Sanyo, T.I.	3,000.00	15%	32,194.
Jacqueline Cochran	Ninni Ricci perfume	1,000.00	20%	4,221.
A. T. Cross Co.	Writing instruments	2,000.00	15%	8,597.
Dennis Time Co	Seiko watches	3,000.00	25%	19,580.
D & H Dist. Co.	Records, tapes	4,000.00	13%	28,651.
Frederick Trading	Black & Decker tools	5,000.00	15%	41,219.
Hallmark Cards Inc.	Candles, cards & gift prod.	2,000.00	20%	16,846.
Hamilton Watch Co.	watches	3,000.00	25%	4,737.
Hazel	Notes, paper products	1,500.00	20%	6,038.
Houbigant	Perfume	1,000.00	20%	742.
Jovan Inc.	Perfume	1,000.00	20%	2,260.
Eastman Kodak Co.	Cameras, film & mailers	7,000.00	13%	23,252.
Olympus Camera Corp.	Cameras	3,000.00	10%	4,721.
Panasonic (Almo & Kipp)	Panasonic & Casio products	6,000.00	15%	45,378.
Paramount Dist. Inc.	Housewares	6,500.00	15%	48,583.

Pilot Corp. of America Approved For Release 2003/11/06 : CIA-RDP85-00375R000300120051-1				
	Pens, pencils	1,500.00	20%	\$ 1,623.
Ram Golf	Golf equipment	1,000.00	20%	595.
Samsonite Corp.	Luggage	1,500.00	25%	3,362.
SCM Corporation	Typewriters, ribbons	1,500.00	20%	961.
Sunglasses	Sunglasses	2,000.00	20%	2,176.
Russell Stover Candies	Candy	2,000.00	10%	32,101.
Swersey's Chocolates	Candy	500.00	10%	3,338.
E. & J. Swigart Co.	Watch bands	500.00	20%	2,291.
GTE Sylvania Inc.	Flashbulbs	1,000.00	10%	750.
J. Leonard Tessler	Jewelry	4,000.00	20%	14,307.
Tipton Automotive	Classic car care products	500.00	20%	1,243.
Totes Inc.	Umbrellas, rain wear	6,500.00	20%	18,768.
West Bend Co.	Kitchen wares	2,500.00	20%	8,222.
The Zamoiski Co.	Housewares	4,000.00	15%	12,744.
Misc, Companies	Seasonal, one time purchases		20%	15,762.
Seasonal Purchases:				
Behnke Nurseries	Christmas poinsettias		10%	3,150.
Civitan Fruit Cake Fund	Fruit cakes		-0-	770.
Golf Kist Pecans	Pecans		10%	10,026.

23 July 1981

NOTE FOR: OP Budget & Fiscal Officer

Judy,

You asked that I give you estimates of needed additional "non-office space" in connection with the planning of the new building. The following are my recommendations for the areas that we discussed.


Barbershop -- No additional space needed.

EAA Store -- Additional 500 sq. ft.

Present space is just adequate for current number of shoppers and storage/stock space is insufficient. If potential customers is sizably increased, present Store could not handle. (Intent is to have one store 500 sq. ft. larger than the present store.)

Fitness Room --

Present space and facilities are not adequate for the number of people who are currently in Headquarters Building and make use of the Fitness Room. Equipment provided is minimal and locker and shower facilities are taxed beyond capacity. In order to accommodate all employees in present Headquarters Building and those who will occupy new building for minimal activities presently provided, an additional 2,000 sq. ft. would be required. If it is intended to provide for a complete fitness facility similar to that incorporated in the new FBI building, a special study should be made to properly address space needs and type of facilities to be provided. In this regard, it should be noted that a former DDCI and former DCI have recommended that such expanded indoor facilities be included in future building plans. The FBI facility includes a full-size basketball gymnasium, handball room, other small rooms with weight lifting and exercise equipment, men's and women's showers and locker rooms, sauna, and whirlpool bath.


Chief, Benefits and Services Division

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